

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **October 25, 2005, Work Session**

AGENDA ITEM NO.: 5

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Preliminary Discussion of FY 2007 Budget**

RECOMMENDATION: Provide staff with any issues or priorities to be considered in preparing the Proposed FY 2007 Budget.

SUMMARY: As staff begins to develop the FY 2007 proposed budget, we are interested in learning of any priorities that City Council has that need to be factored into the budget proposal.

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A copy of the FY 2007 Budget Calendar is attached for your information and planning. Key dates for City Council include:

- √ March 2: Proposed Budget delivered to City Council
- √ March 7, 14, 21, 28 and April 11, 18, 25: Council Work Sessions on the Proposed Budget
- √ April 4: Public Hearing on the Proposed Budget
- √ May 9: First Reading of Budget for Adoption
- √ May 23: Second Reading of Budget for Adoption

Very preliminary projections indicate that revenues in FY 2007 are relatively flat with little growth. Increased expenditures for fuel and natural gas will significantly impact the budget as well as increases in salaries, health and dental insurance, retirement and life insurance.

As the budget develops we will keep you informed of any additional challenges.

PRIOR ACTION(S): N/A

FISCAL IMPACT: To be determined.

CONTACT(S): Kimball Payne, 455-3990; Bonnie Svrcek, 455-3990

ATTACHMENT(S): FY 2007 Budget Calendar

REVIEWED BY: lkp

**CITY OF LYNCHBURG**  
**BUDGET CALENDAR**  
**FY 2007**

July 1, 2005	Send Carryforward Letter to Departments; Post FY 2005 Budget
<i>July 4, 2005</i>	<i>Independence Day Holiday</i>
July 12, 2005	Council Meeting
July 13, 2005	Cash Flow Reports sent to Departments from Finance
July 15, 2005	Carryforward Due
July 27, 2005	Cash Flow Projections due Back to Finance from Departments
August 9, 2005	Work Session/Council Meeting
August 29-30, 2005	Council Retreat
<i>September 5, 2005</i>	<i>Labor Day Holiday</i>
September 6, 2005	Carryforwards to Finance Committee
September 13, 2005	Council Meeting - Carryforward to Council Leadership Team Retreat - Discuss Department New Initiatives
October 4, 2005	Initialize Budget
October 11, 2005	Council Meeting
October 19, 2005	Budget Instructions to Departments/Constitutionals
October 21, 2005	HR Reclassifications & New Position Recommendations to Depts (depts must include in the Personal Service Sheet)
October 25, 2005	Council Meeting
October 31, 2005	Open Budget Module for Keying
November 1, 2005	Q&A for Budget Contacts
November 8, 2005	Council Meeting
November 9, 2005	First Draft of Financial Projections (Expenditures/Revenues/Debt) completed by Finance Personal Services Budget Due
November 21, 2005	Small Departments Budget Requests Due (Assessor, Atty, Mngr, Comm&Mrk, ED, Fleet, HR, Int Aud, Rsk Man)
November 22, 2005	Council Meeting
<i>November 24-25, 2005</i>	<i>Thanksgiving Holiday</i>
November 28, 2005	Medium Departments Budget Requests Due (Finance, CP&D, Police, Fire, IT)
December 12, 2005	Large Departments Budget Requests Due (Airport, Sld Waste, SS, JS, Detentn Home, Libraries, Mus, P&R, Constitn)
December 12-16, 2005	Manager meet with Small Departments, as necessary
<i>December 23-26, 2005</i>	<i>Christmas Holiday</i>
<i>January 2, 2006</i>	<i>New Year Holiday</i>
January 3, 2006	Budget Submission for Public Works divisions, Water and Sewer Funds Due
January 4, 2005	Close Budget Module
January 9-18, 2006	Manager meet with Medium and Large Departments, as necessary
January 10, 2006	Council Meeting
<i>January 16, 2006</i>	<i>Martin Luther King Holiday</i>
January 19, 2006	Schools Operating Budget Due; Fund Summaries Due From Accountants
January 20, 2006	Expenditure Base to Finance for Projections/Budgets Updated in Module; Non-Departmental budget due from Human Resources
January 24, 2006	Council Meeting; CDBG & HOME Status to Council
January 25, 2006	Revenue Projections to City Manager
January 30-February 3, 2006	Balance Budget
February 14, 2006	Council Meeting
February 15, 2006	Recommendations to Departments at Leadership Team Meeting
February 17, 2006	Departments Adjustments Due by NOON
<i>February 20, 2006</i>	<i>Presidents' Day Holiday</i>
February 24, 2006	Proposed Budget to Printer
February 28, 2006	Council Meeting
March 2, 2006	Proposed Budget to Council
March 7, 2006	Council Work Session - Departments to Present to Council
March 14, 2006	Council Work Session - Departments to Present to Council Council Meeting - CDBG & HOME Public Hearing
March 21, 2006	Council Work Session - Departments to Present to Council/CDBG & Home Discussion; Ad for Public Hearing
March 28, 2006	Council Work Session - Departments to Present to Council
April 4, 2006	Public Hearing for Budget; Adoption of CDBG & HOME
April 11, 2006	Work Session - Council Balance Budget Council Meeting
April 18, 2006	Work Session - Council Balance Budget
April 25, 2006	Ad for 3rd Quarter Work Session - Council Balance Budget Council Meeting
May 1, 2006	Ordinance for Manager Approval
May 9, 2006	Council Meeting - First Reading of Budget for Adoption; 3rd Quarter Public Hearing
May 23, 2006	Council Meeting - Second Reading of Budget for Adoption; 3rd Quarter
<i>May 29, 2006</i>	<i>Memorial Day Holiday</i>
June 19, 2006	Adopted Budget to Printer
June 26, 2006	FY 2006 Budget Rollover Testing
June 29, 2006	Adopted Budget to Council and Departments